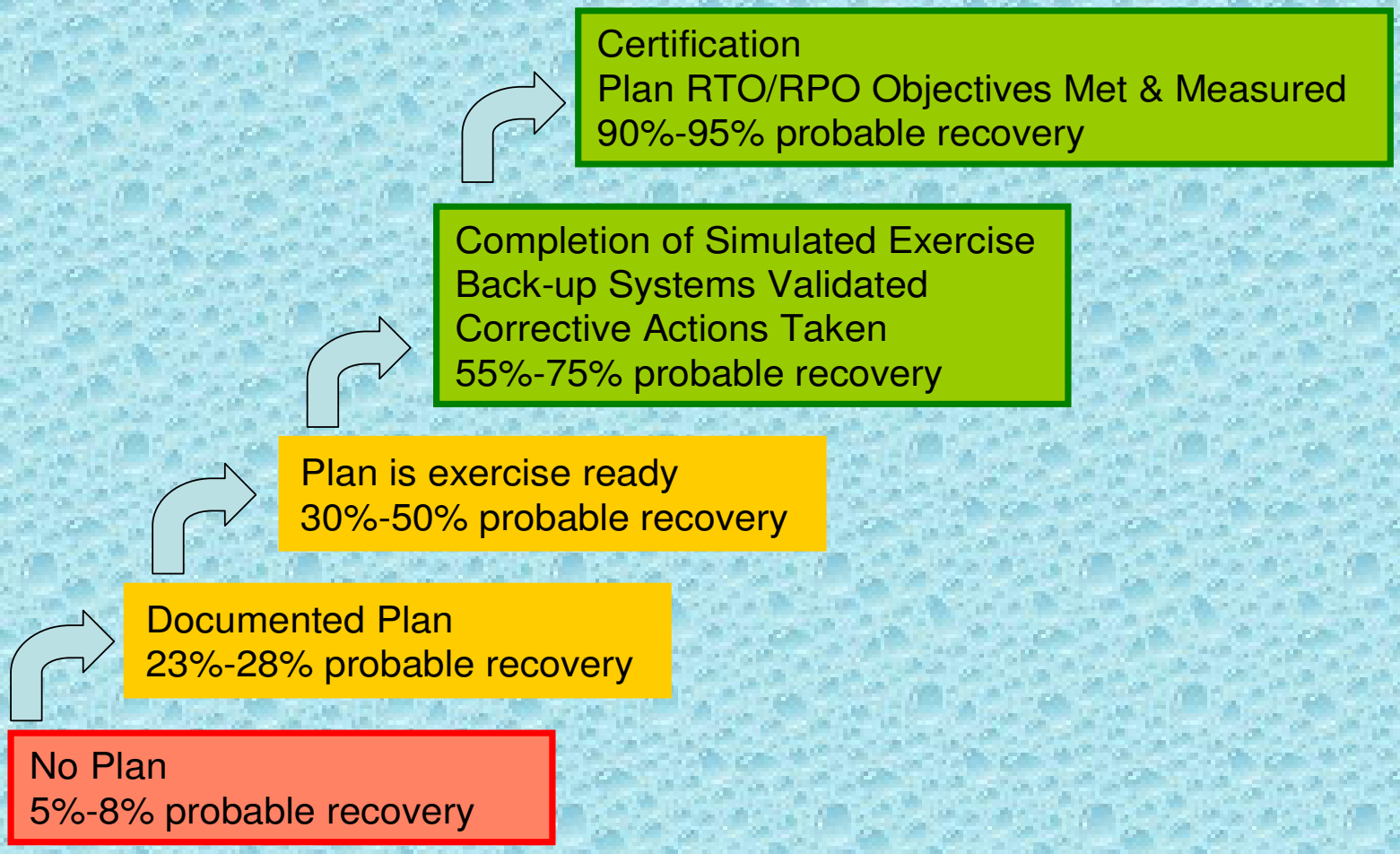
Emergency Preparedness for Libraries and Archives

SHRAB 2009

Heritage Health Index

Levels of Preparedness and Probable Recovery



Stages of Emergency Planning

- Prevention
- Preparedness
- Response
- Recovery

Prevention

Planning for the Worst: Preventable Disasters

Poor Environment

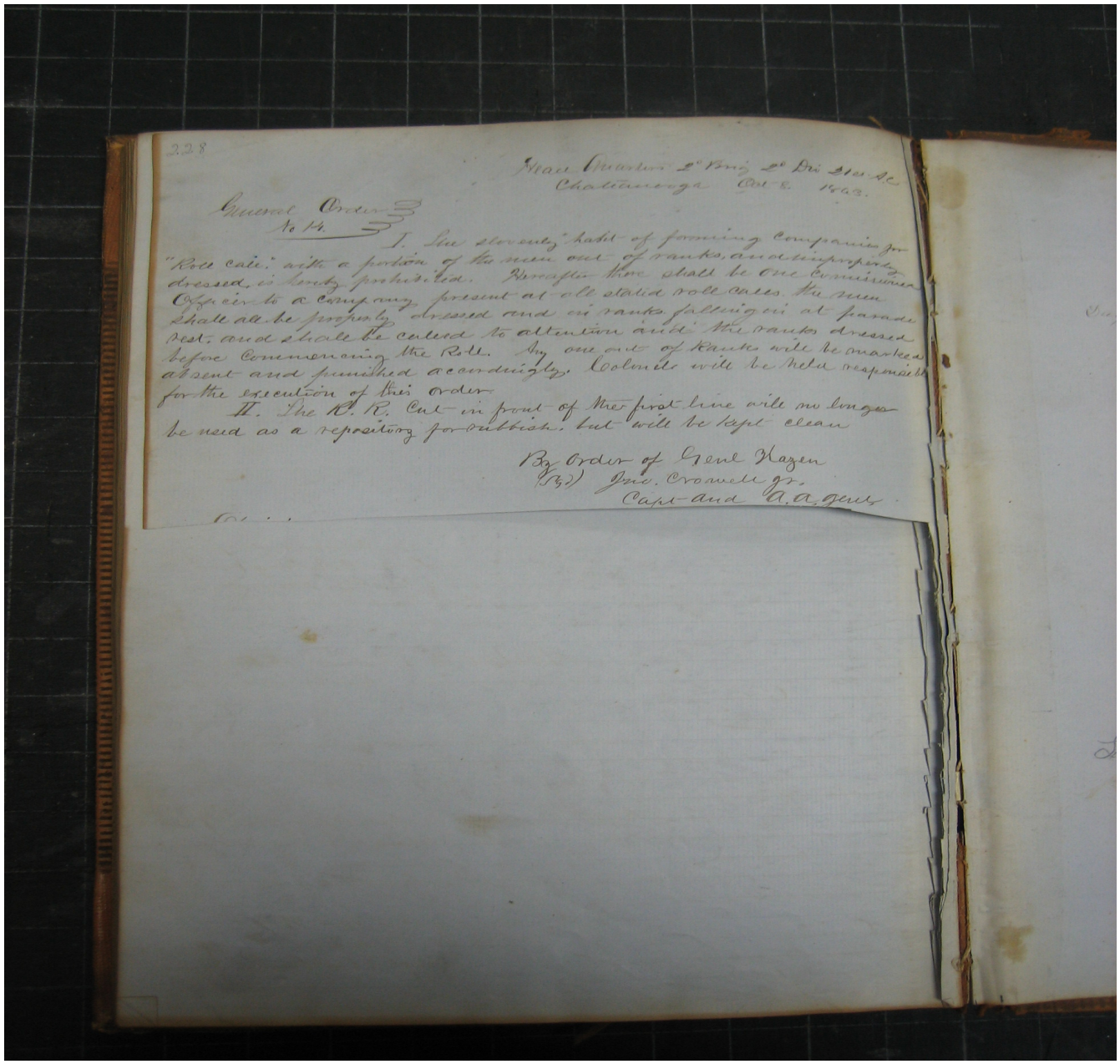
Pests: Cockroach Frass

Pests:

Wasp's nest in spine hollow of a book

Pests:

Bird eggs and carcass in attic where records were stored



228

Head Quarters 2d Brig 2d Div 21st A.C.
Chattanooga Oct 8. 1863.

General Order
No 14.

I. The slovenly habit of forming Companies for "Roll call" with a portion of the men out of ranks, and dressing improperly is strictly prohibited. Hereafter there shall be One Commissioned Officer to a Company present at all stated roll calls. The men shall all be properly dressed and in ranks falling in at parade rest, and shall be called to attention and the ranks dressed before Commencing the Roll. Any one out of ranks will be marked absent and punished accordingly. Colonels will be held responsible for the execution of this order.

II. The R. R. Cut in front of the first line will no longer be used as a repository for rubbish, but will be kept clean

By Order of Genl Hazen
(Sgd) Jno. Cromwell jr.
Capt and A.A. Genl.

Pages
cut from
a book

Leaky Pipes (Flood)

5
RANGE
51

Shelving Failure

Hoping for the Best:
Less Preventable Disasters

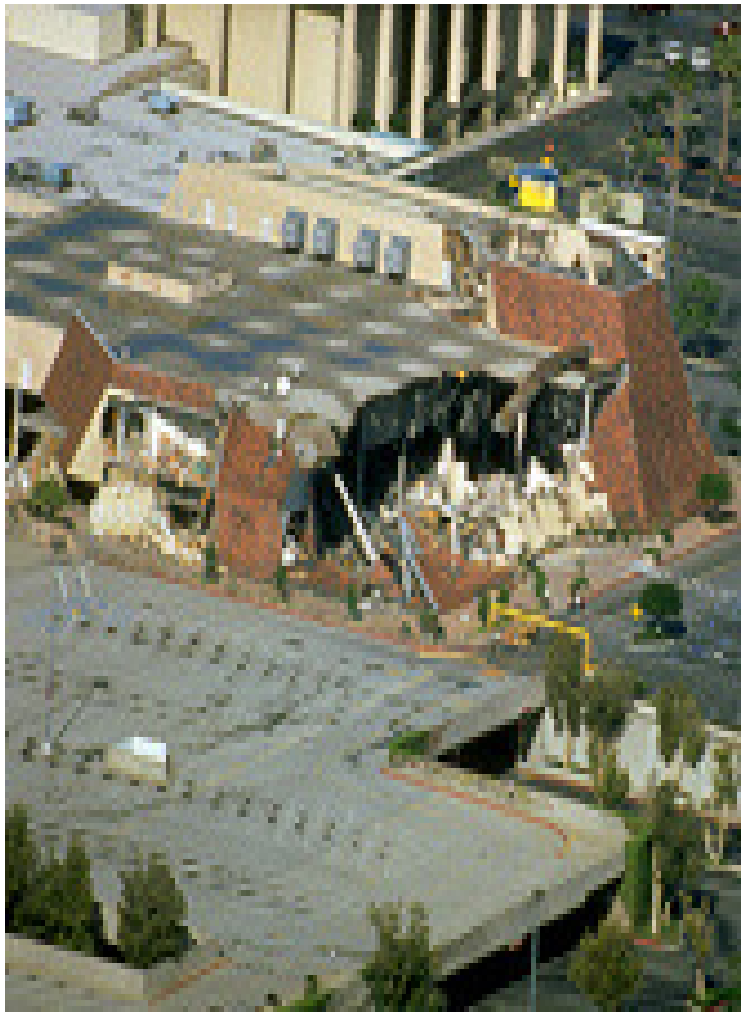
Cleanup after a blocked pipe

EE046D 2Q
224

Aftermath of a fire

THE GREAT FURNITURE MART
CEDAR APIDS PUBLIC LIBRARY
2008/06/12 16:26

Flood and aftermath



earthquake

Warren Township, Indianapolis 2001

CHEMISTRY
PHYSICS

Civil Unrest

Holland House Library, London 1940

Preparedness

Purpose of Disaster Plan

Why do plans fail?

[Disaster preparedness and response]

Disaster Plans

- A Disaster Recovery Plan for The Australian National Herbarium, Canberra (Australian National Botanic Gardens)
- Baltimore Academic Libraries Consortium
- Harvard University Library
- Illinois State University Libraries Disaster Plan
- Library of Congress
- Minnesota Historical Society Disaster Preparedness Plan (Excerpts)

  Disaster Response Policy and Procedures for State Capitol Mall Sculptures
- National Library of Australia
- New York University Libraries (NYU)
- Stanford University Libraries Disaster Plan
- Syracuse University Libraries
  - Disaster plan for print materials
  - Disaster plan for Non-print and Photographic materials
  - Disaster plan for Audio materials
  - Library Emergency Supplies
- University of California, Berkeley UCB Disaster Response Plan
- University of California-Davis Disaster Plan (PDF)
- University of Delaware Library Disaster Plan
- University of Florida
- University of Indiana
- University of Pittsburgh Libraries
- Natural Disaster and Hurrican Emergency Plan
- University of Maryland at College Park Libraries
- University of North Florida Disaster Plan
- University of Texas-Arlington Disaster Plan
- U.S. Naval War College Library (PDF)
- Western New York Disaster Preparedness and Recovery Manual for Libraries and Archives (Western New York Library Resources Council

[Disaster preparedness and response]

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1 / 2 78.8% Find

Template for Pocket Response Plan (PREP)™

SIDE A (Communications). Use this side to collect phone numbers for the individuals and organizations you are most likely to need to talk to in the first minutes and hours after an emergency occurs: staff, emergency responders, facility managers, utilities, vendors, and assistance organizations.

Pocket Response Plan™ (PReP™)

INSTITUTIONAL CONTACTS

Organization/Institution Head
[name]
[office phone] / [home phone] / [cell]

Assistant/Deputy Director
[name]
[office phone] / [home phone] / [cell]

Archives Director
[name]
[office phone] / [home phone] / [cell]

Records Manager
[name]
[office phone] / [home phone] / [cell]

Senior Archivist1
[name]
[office phone] / [home phone] / [cell]

Senior Archivist2
[name]
[office phone] / [home phone] / [cell]

Preservation Manager
[name]
[office phone] / [home phone] / [cell]

Conservator
[name]
[office phone] / [home phone] / [cell]

FIRST RESPONDERS

Police Department
[phone]
Fire Department
[phone]
Emergency medical/ambulance service
[phone]
Security
[phone]
State EMA
[phone]
Local EMA
[phone]
State Command Center
[phone]
State Police
[phone]
Highway Patrol
[phone]
Sheriff
[phone]
Centers for Disease Control
[phone]
Public Health Department
[phone]
Red Cross
[phone]

DISASTER TEAM

Team Leader
[name]
[office phone] / [home phone] / [cell]

Member 1
[name]
[office phone] / [home phone] / [cell]

Member 2
[name]
[office phone] / [home phone] / [cell]

Member 3
[name]
[office phone] / [home phone] / [cell]

Member 4
[name]
[office phone] / [home phone] / [cell]

ARCHIVES FACILITY

Building Manager
[name]
[office phone] / [home phone] / [cell]

Building Staff
[name]
[office phone] / [home phone] / [cell]

Utilities

Electricity/gas
[name]
[phone]

Telephone
[name]
[phone]

Water
[name]
[phone]

Internet provider
[name]
[phone]

Elevators
[name]
[phone]

Security / fire system provider(s)
[name]
[phone]

RECORDS CENTER

Building Mgr
[name]
[office phone] / [home phone] / [cell]

Building Staff
[name]
[office phone] / [home phone] / [cell]

Utilities

Electricity/gas
[name]
[phone]

Telephone
[name]
[phone]

Water
[name]
[phone]

Internet provider
[name]
[phone]

Elevators
[name]
[phone]

Security / fire system provider(s)
[name]
[phone]

MUTUAL AID PARTNERS

[institution]
[name]
[phone]

[institution]
[name]
[phone]

[institution]
[name]
[phone]

EMERGENCY SERVICE PROVIDERS

Conservator
[name]
[phone]

Data Recovery Service
[name]
[phone]

Dehumidification Services (building)
[name]
[phone]

Document Recovery Services (freeze drying)
[name]
[phone]

Exterminator
[name]
[phone]

Freezer Space
[name]
[phone]

Industrial Hygienist (mold)
[name]
[phone]

Refrigerated Trucking Service
[name]
[phone]

REGIONAL PRESERVATION SERVICES

[name]
[phone]

[name]
[phone]

[name]
[phone]

OTHER CONTACTS

State Archives
[name]
[phone]

SHRAB – designated contact
[name]
[phone]

Local government records commission
[name]
[phone]

Local govt association(s)
[phone]

National Archives Regional Office
[phone]

National Archives (Washington DC)
[phone]

Heritage Preservation
202-233-0800
Institute for Museum & Library Services
202-653-IMLS
Natl Endowment for the Humanities
800-NEH-1121
Natl Historical Publications & Records Commission
202-357-5010

Amer Assn for State & Local History
615-320-3203
ARMA
800-422-2762
Council of State Archivists (CoSA)
319-338-0248
Natl Assn of Govt Arch & Recs Admin
518-463-8644
Society of American Archivists
312-922-0140

Print on 8 ½" x 14" paper. Trim on outside lines to $12^{1}/_{2}$" x $6^{3}/_{4}$", fold on vertical lines like an accordion, then fold in half (bringing short sides together) so that final folded document measures $2^{1}/_{8}$" x $3^{1}/_{2}$". Insert in PREP™ Tyvek® envelope for protection.

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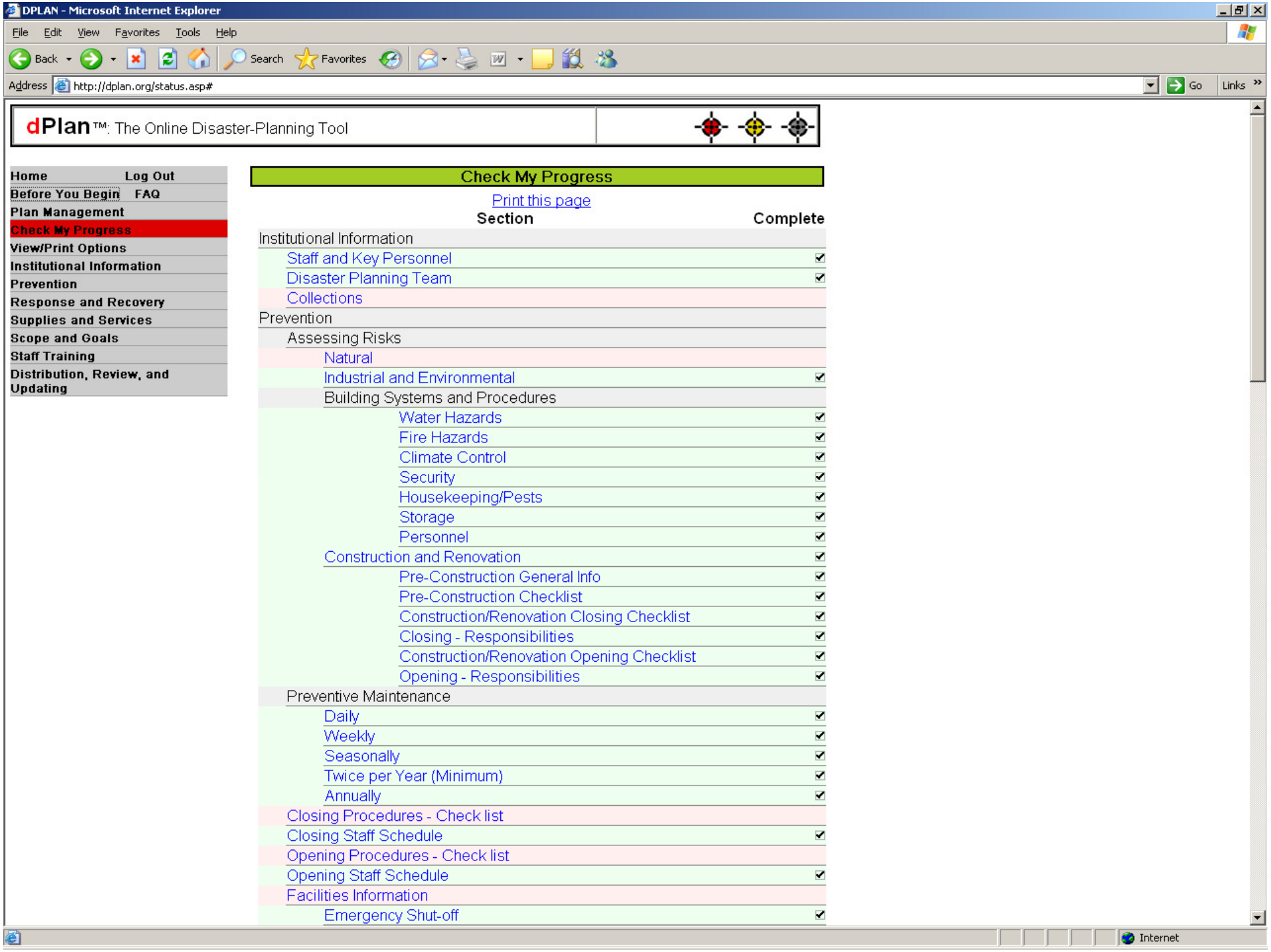
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dPlan™: The Online Disaster-Planning Tool
Home Log Out
Before You Begin FAQ
Plan Management
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View/Print Options
Institutional Information
Prevention
Response and Recovery
Supplies and Services
Scope and Goals
Staff Training
Distribution, Review, and Updating
Check My Progress
Print this page
Section Complete
Institutional Information
Staff and Key Personnel
Disaster Planning Team
Collections
Prevention
Assessing Risks
Natural
Industrial and Environmental
Building Systems and Procedures
Water Hazards
Fire Hazards
Climate Control
Security
Housekeeping/Pests
Storage
Personnel
Construction and Renovation
Pre-Construction General Info
Pre-Construction Checklist
Construction/Renovation Closing Checklist
Closing - Responsibilities
Construction/Renovation Opening Checklist
Opening - Responsibilities
Preventive Maintenance
Daily
Weekly
Seasonally
Twice per Year (Minimum)
Annually
Closing Procedures - Check list
Closing Staff Schedule
Opening Procedures - Check list
Opening Staff Schedule
Facilities Information
Emergency Shut-off
Internet

Disaster Plan Workbook Table of Contents - Microsoft Internet Explorer
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Address http://library.nyu.edu/preservation/disaster/toc.htm
Go Links

DISASTER PLAN WORKBOOK

TABLE OF CONTENTS

POLICY STATEMENT

CHAPTER 1: EMERGENCY PROCEDURES
Summary of emergency procedures
Fire safety tips

CHAPTER 2: DISASTER PROCEDURES
Persons to summon
Instructions to fire wardens

CHAPTER 3: DISASTER RESPONSE PLAN
Staff mobilization
Damage assessment
Recovery preparation

CHAPTER 4: RECOVERY PROCEDURES
Directory of Persons Responsible for Recovery
Damp books and minor emergencies
Wet books and paper
Photographic prints
Photographic films
Magnetic tape materials
Phonograph records
Computer equipment

CHAPTER 5: FLOOR PLANS AND PRIORITIES
Criteria
Floor plans with priorities

CHAPTER 6: OTHER EMERGENCIES
Bomb threats
Vandalism
Collapse of shelving
Rodent, insect and mold infestation
Summoning medical assistance

CHAPTER 7: SUPPLIES
Inventory of emergency supplies
Supplier list
Local hardware stores

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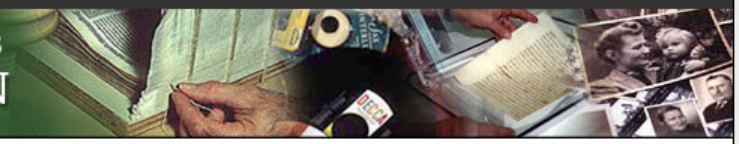
The LIBRARY of CONGRESS
PRESERVATION



EMERGENCY PREPAREDNESS: INTRODUCTION

Introduction
Insurance/Risk Management
Earthquake Recovery
Fire Recovery
Flood Recovery
Hurricane Recovery
Mudslide Recovery
Tornado Recovery
Publications
Web Links
Other Organizations

Emergency preparedness is a very important part of preservation program management. No institution is immune from disaster. The Library of Congress itself suffered the ravages of two major fires in the 19th century. However, the most frequent cause of damage to collections in general is from water, or a combination of fire and water. Historically, water damage results from the failure of aging building elements such as air-conditioning drip pans, drain pipes, built-in joints, and so forth. Other damage and loss have been caused by failure of cooling or humidity control systems, vandalism and theft, and by the presence of the necessary fire suppression systems. In addition, the shut-down of environmental control systems during building maintenance and renovation can result in emergency conditions for collections.

[–]
FEEDBACK

Done
Internet

m25 Consortium of Academic Libraries
working together for London's learners and researchers

Disaster Control Plan

Welcome to the M25 Consortium of Academic Libraries disaster control plan site.

Why this site is here

The template and commentary provided here is designed to provide a useful model for librarians and archivists engaged in developing a Disaster Control Plan and in fostering a disaster management culture for collections in their care. It is designed to complement individual research, as any plan must be detailed and institution-specific to be of any use. The template obviously owes much to the published literature in this field and especially to the work of Graham Matthews and Paul Eden published in a British Library report: *Disaster management in British Libraries: project report with guidelines for library managers.* [Library and Information Research Report 109]. British Library, 1996.

How to use this site

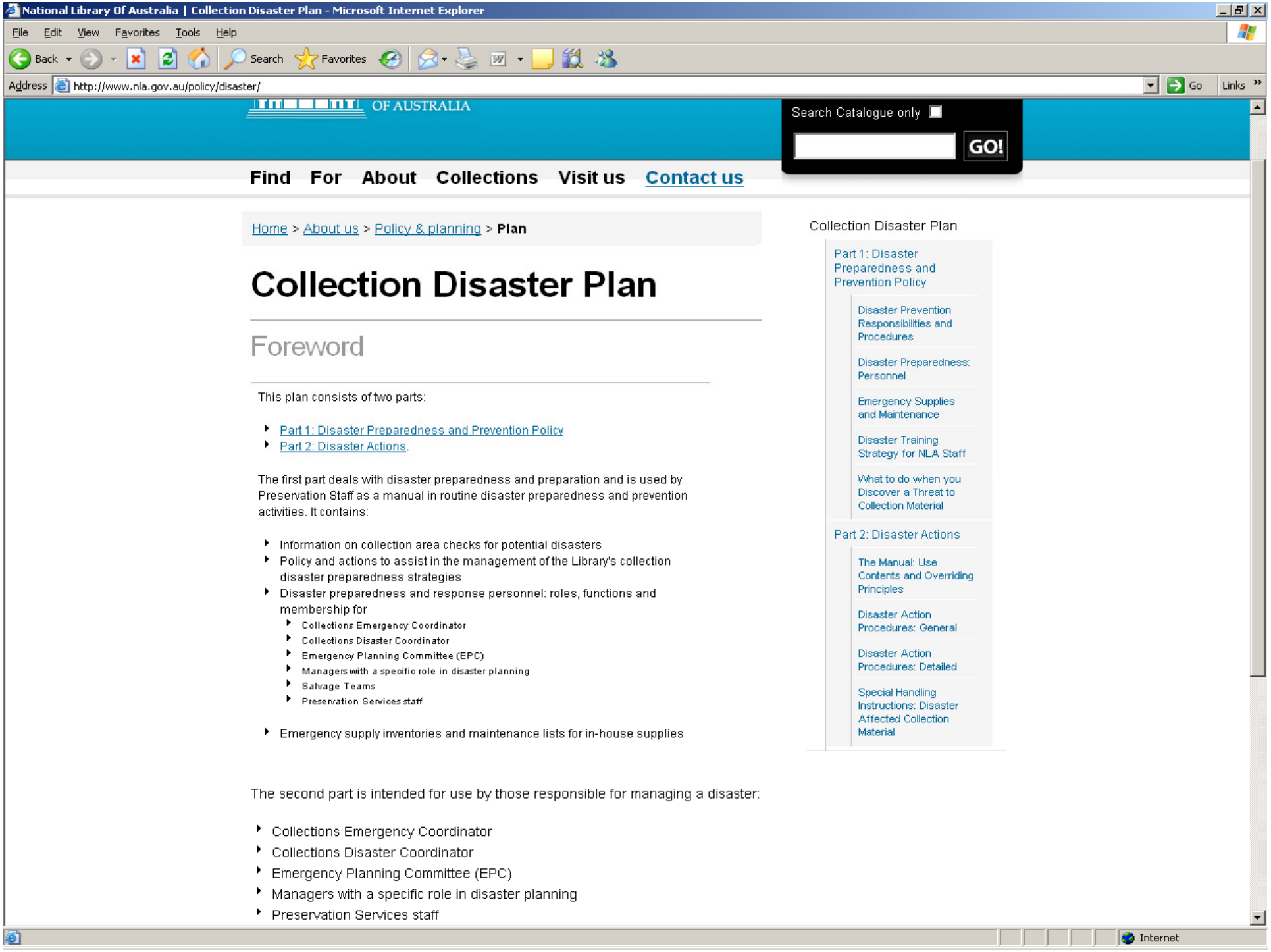
Under each of the four main headings (Prevention, Preparedness, Reaction and Recovery), the screen has a Commentary on the left-hand side and a Template on the right. To use the template as a basis for your own disaster control plan you can download it as a Microsoft Word® template (.dot) file. This is included in the documentation pack from the download point below. The commentary is also available for download, in Word and PDF formats. We recommend that if you need to print any of the documentation, that you use the downloaded files rather than printing these web pages, as we have optimised the web pages for screen viewing.

Download point

Downloads of the disaster control plan are available here.
Hint: To save to your PC rather than viewing the file in your browser, right-click on the link and choose "Save Target As..." (IE) or "Save Link Target As..." (Netscape).

Full commentary (PDF) Get Adobe Reader

Complete documentation pack (commentary, template and installation instructions): Zip file | Self-extracting zip file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Find For About Collections Visit us Contact us
Home > About us > Policy & planning > Plan
Collection Disaster Plan
Foreword
This plan consists of two parts:
Part 1: Disaster Preparedness and Prevention Policy
Part 2: Disaster Actions.
The first part deals with disaster preparedness and preparation and is used by Preservation Staff as a manual in routine disaster preparedness and prevention activities. It contains:
Information on collection area checks for potential disasters
Policy and actions to assist in the management of the Library's collection disaster preparedness strategies
Disaster preparedness and response personnel: roles, functions and membership for
Collections Emergency Coordinator
Collections Disaster Coordinator
Emergency Planning Committee (EPC)
Managers with a specific role in disaster planning
Salvage Teams
Preservation Services staff
Emergency supply inventories and maintenance lists for in-house supplies
The second part is intended for use by those responsible for managing a disaster:
Collections Emergency Coordinator
Collections Disaster Coordinator
Emergency Planning Committee (EPC)
Managers with a specific role in disaster planning
Preservation Services staff
Collection Disaster Plan
Part 1: Disaster Preparedness and Prevention Policy
Disaster Prevention Responsibilities and Procedures
Disaster Preparedness: Personnel
Emergency Supplies and Maintenance
Disaster Training Strategy for NLA Staff
What to do when you Discover a Threat to Collection Material
Part 2: Disaster Actions
The Manual: Use Contents and Overriding Principles
Disaster Action Procedures: General
Disaster Action Procedures: Detailed
Special Handling Instructions: Disaster Affected Collection Material
Internet

AIC Library - Online Publications - Microsoft Internet Explorer

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Address http://aic.stanford.edu/library/online/disaster/index.html Go Links

AIC

News About AIC Specialty Groups Committees Meetings Education Public Info Library FAIC Members

Library
Print Publications
Electronic Publications
Outreach Materials
CoOL

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Guide to Conservation Services

To learn more about the process of Selecting a Conservator, click here.

Disaster Response & Recovery

Hurricane Katrina Information for the Public from Heritage Preservation

Hurricane Katrina Information for Collecting Institutions and the Public from Heritage Preservation

The Southeastern Museums Conference (SEMC) has begun formulating a relief and salvage effort to assist cultural institutions affected by the storm. To volunteer or contribute, contact Richard Waterhouse, Executive Director, SEMC at 404-378-3153 or director@SEMCDirect.net

Emergency! If You're First ...
(protection of artifacts / basic drying procedures in the event of water)

Tips for the Care of Water-Damaged Family Heirlooms and Other Valuables

Findings from Ground Zero/WTC disaster site

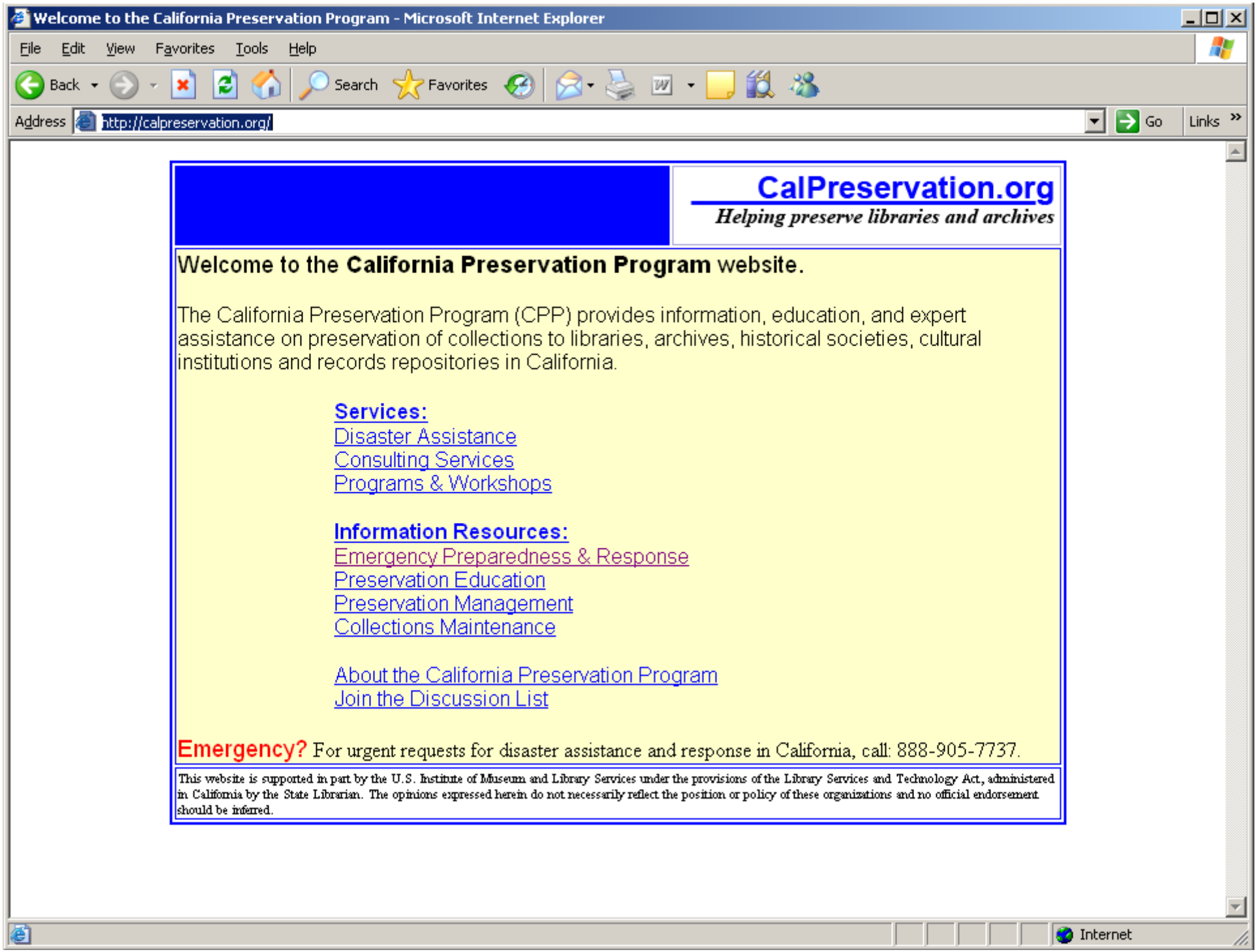
ALSO: See our Health & Safety Committee Web pages for other useful info.

Salvaging Water-Damaged Textiles

Saving Photographs After the Flood

Salvage at a Glance

Internet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Helping preserve libraries and archives
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The California Preservation Program (CPP) provides information, education, and expert assistance on preservation of collections to libraries, archives, historical societies, cultural institutions and records repositories in California.
Services:
Disaster Assistance
Consulting Services
Programs & Workshops
Information Resources:
Emergency Preparedness & Response
Preservation Education
Preservation Management
Collections Maintenance
About the California Preservation Program
Join the Discussion List
Emergency? For urgent requests for disaster assistance and response in California, call: 888-905-7737.
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Internet

Response

Iowa City, 2008

University of Iowa Libraries

Before the Flood

Hanging Photographs to Dry

Air drying wet books

Recovery